

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 203

February 28, 2007

POSITION: Data Entry Operator 2

DEADLINE TO APPLY: March 13, 2007

CLASSIFICATION: Data Entry Operator 2

DEPARTMENT: Recorder's Office

LOCATION: 138 E. Court Street, Room 101

Cincinnati, Ohio 45202

WORK HOURS: 80 Biweekly, Monday thru Friday

FLSA STATUS: Hourly/Non-Exempt

SALARY: \$11.80 per hour

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Completion of secondary education and one (1) year experience in computer practices and procedures; or training or work experience which evidences an advanced knowledge of office practices and procedures, data processing techniques and procedures, and/or equivalent combination of training or experience.

Listed below is a brief summary of the JOB DUTIES:

Operates a computer terminal to enter, verify, and update data and to produce documentation of a detailed, complex, or technical nature; maintains batch control and updates and deletes as required; reviews and confirms quality of data input; verifies and checks on computer generated reports, information, and records. Operates a digital document scanner to image and create a microfilm record of recorded documents; (i.e., retrieves documents from recording stations and accounts for documents; merges documents in numerical order; stamps assigned (O.R.) Official Record Book and Page on each page, according to recorded data; prepares documents for imaging/scanning; repairs documents as needed and removes all staples for ease of scanning; creates batches according to page size and quantity); images batches of documents; imaged batched to data entry team. Operates office and various computer support equipment as directed; performs a variety of clerical tasks to assist with the efficient operation of the department; performs other related duties as required and directed.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-4720

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.